



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

**INTER-OFFICE MEMORANDUM**

TO: RIDOT Employees

DATE: October 21, 2005

FROM: Paul E. Pysz  
Human Resources Administrator

SUBJECT: Human Resources Emergency Contact Update

In order to update our confidential records, we are requesting that you please complete the attached RIDOT Emergency Contact Form. Please return the completed form to the RIDOT/Human Resources Office, Room 214, Two Capitol Hill, Providence, RI 02903 as soon as practical.

*Also, please keep in mind the following:*

- ♣ Employees, who experience a change of address, must immediately contact the RIDOT Human Resources Office to ensure that your correct residential address is on file.
- ♣ Employees have 60-days from the date of marriage in which to add a spouse to their health/dental insurance.
- ♣ Employees have 30-days from the date of birth or adoption to add a newly dependent child to their health/dental insurance.
- ♣ If employment is terminated, your health coverage will end on the last day of the pay period in which you terminate.
- ♣ It is important to always have a current beneficiary on file whether it is for the retirement system, group life insurance, etc. Beneficiary change forms are available in the Human Resources Office.

Should you have any questions, please contact the Human Resources Office at 222-2572.

Thank you.

Attachment